

Public Facing Website Update Approval Email Template

The public facing website requires that content posted to the web be approved by the Section Head or their approved proxy. Each individual posting to the site must also have Website Update Training and approval from their Section Head, Division Head and the Secretary's Office in order to post to the website.

Once the approvals are complete, Mr. Brumfield will forward me the security approval. IT will give the indicated security for this person on the public facing website if they have also completed the Website Update Training.

Website Update Training is now given by request and necessity. Please fill out a Service Request with the "Web" and "Site Update" selected. Indicate in the Description area which portion of the website that you need to update. Classes can be completed one-on-one in an emergency to familiarize the user with the process.

The Internet Security Request Email can read like the text below the horizontal line. The **green** highlights indicate section specific information. The **yellow** highlight is optional and may not be a part of your tasks if you are not a content "Owner". Copy the text and update the section head, division head and section name (in the text) as appropriate.

This example is for the Human Resources section.

To **Susan Pellegrin**, **Barry Keeling** and Myles Brumfield,

In the performance of my job, I am required to **create/edit page content and** post documents on the **Human Resources** internet (public facing) website. Could you please authorize me to have Owner (document posting, page content and final Publish) authority or Contributor (document posting and page content change) authority?

To approve my request, please **Reply All** to this email with your approval and indicate whether I should have Owner or Contributor rights to the site.